

Safe and Inclusive Tennis – Reporting a Concern Form

For recording concerns about a child or adult that involve physical/sexual/emotional/financial abuse, bullying, neglect or discrimination. **If someone is in immediate danger, call the police on 999.**

Please complete the form (electronically or print and use black ink) within 24 hours and return to Claire Morgan, Club Welfare Officer, at claire.morgan31@btinternet.com within 48 hours of the concern.

Date concern raised:		Today's date:	
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Section 1) Details of those involved in concern

	Your details	Welfare Officer / Referee (if different)
Name		
Name of venue based at		
Role at venue (if applicable)		
Contact details (including address)		

	Person you are concerned about	Alleged perpetrator
Name		
Date of birth (if known)		
Name of venue based at		

Role at venue (if applicable)		
Contact details (including address)		

Is the Welfare Officer/Referee aware of the concern? (please delete)	
Yes	No

Section 2) Details of the concern

<p>What happened?</p> <p><i>Please include:</i></p> <ul style="list-style-type: none"> • <i>When</i> • <i>Where</i> • <i>Who told you about the concern</i> • <i>Who was involved</i> • <i>Any visible injuries?</i> 	
<p>Additional comments</p> <p>Is there any other information which you think is relevant to the concern?</p>	

